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The Security Menu

Figure 1 is the *Security Menu*. The rest of this section gives an in-depth explanation of the screens associated with this menu option. The Security Menu is disabled for the “Agency” and “Provider” security levels.



Figure 1 Security Menu

System Security

Figure 2 below is displayed after selecting the *System Security* option from the Security menu. If the number of users exceeds the box size, as is the case with the screen below, a scroll bar will appear on the right edge of the box. To scroll through the list, click the mouse on one of the arrows on the scroll bar, or use the **Up** or **Down** arrow keys. To move from the box to the Push Buttons on the right of the screen, use the **Tab** key. The Push Buttons on the right side of the screen allow several actions to be performed such as add, edit, or delete a user. The **<Add a User>** can only be accessed from the “Supervisor” level. All the other buttons are available for “Supervisor” or “DOA” level.

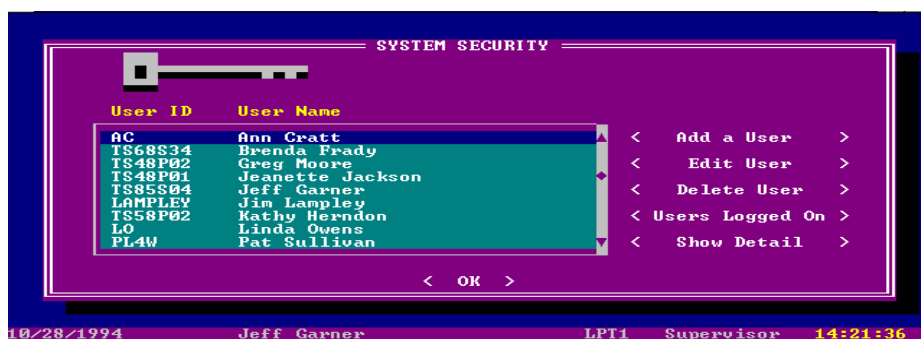


Figure 2 System Security Screen

Figure 3 is displayed after selecting the < **Add a User**> button or the <**Edit a User**> button on the System Security screen.

Adding a User

A user can be added by filling in the User ID field, User Name field, and the Password field. The default Security Level is “Supervisor”. The Security Level can be changed to any of the four security level types. If the Provider security level is chosen, then the Provider and Region Selection List Box must be completed. If the Security Level is “Agency”, the Region Selection List Box must be completed. To add the user push the <**OK**> button, to cancel the *add operation* press the <**Cancel**> button.

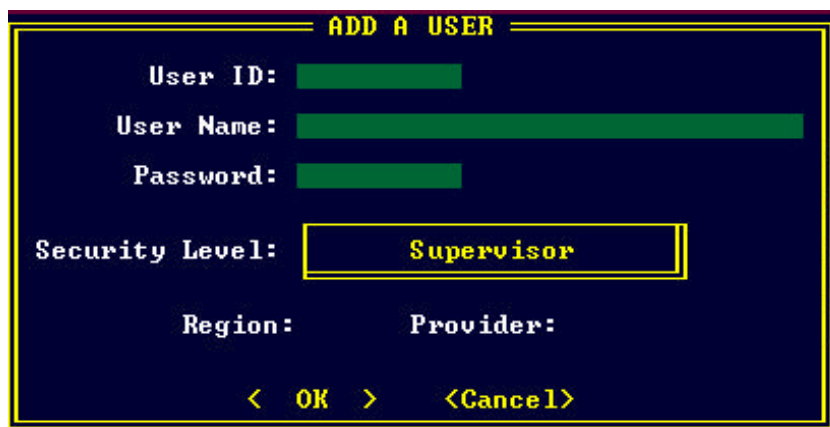


Figure 3 Add-Edit A User Screen

Editing a User

Editing a user is very much like adding a user. To edit a user, make the necessary changes to the data and then push the <**OK**> button. To cancel the edit operation, press the <**Cancel**> button.

Delete User

A user can be Deleted by selecting the user to be deleted in the “User ID-User Name” box on the System Security screen and then choosing the <**Delete User**> button. The Delete User Screen in Figure 4 will be displayed. To delete the user push the <**Delete**> button, to cancel the delete operation push the <**Cancel**> button.

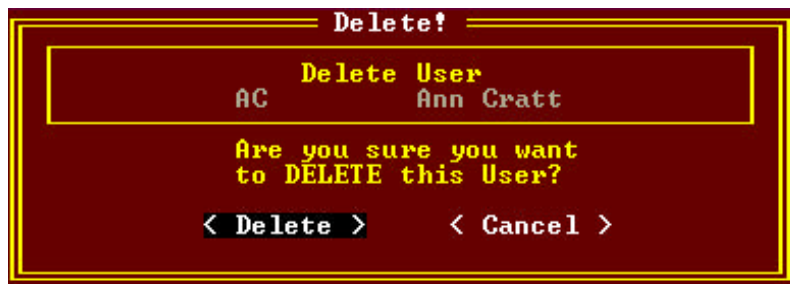


Figure 4 Delete A User Screen

Users Logged On

Figure 5 shown below is displayed when the <Users Logged On> button is pushed on the System Security Screen. This Screen shows the name, time of Logon and date of logon of any users currently on the system. To return to the System Security screen, press the <OK> button.

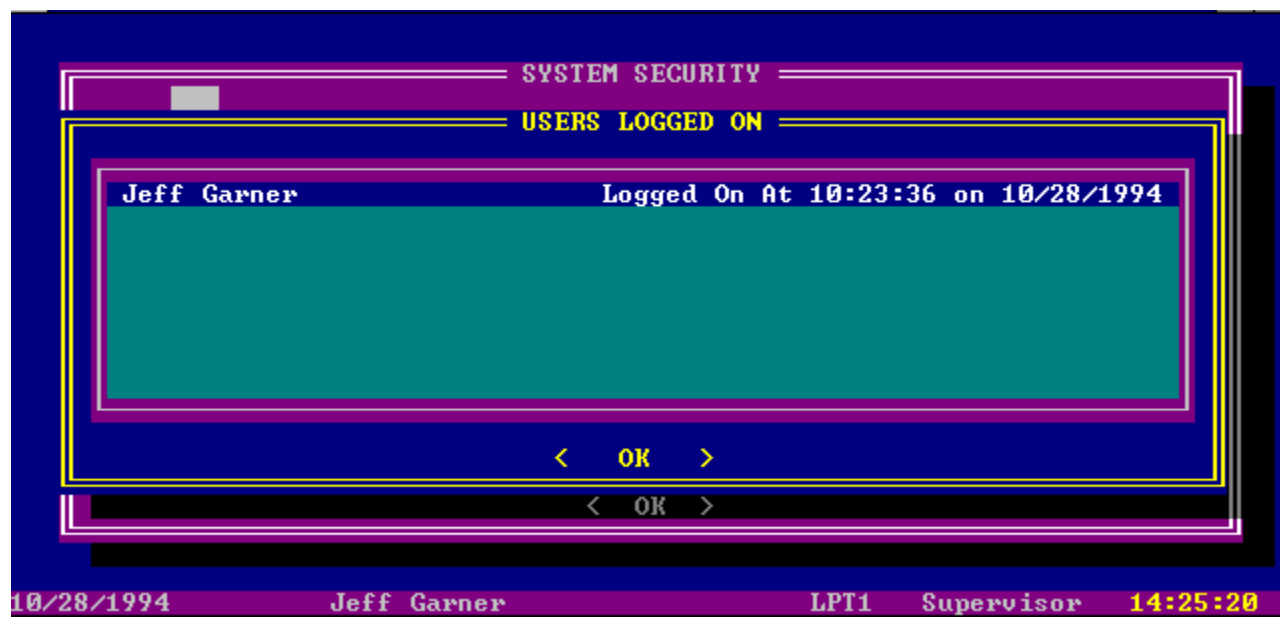


Figure 5 Users Logged On Screen

Show Detail

Figure 6 shown below is displayed when the <Show Detail> button is pushed on the System Security Screen. This Screen shows some important information about the users activity. To return to the System Security screen, press the <OK> button.

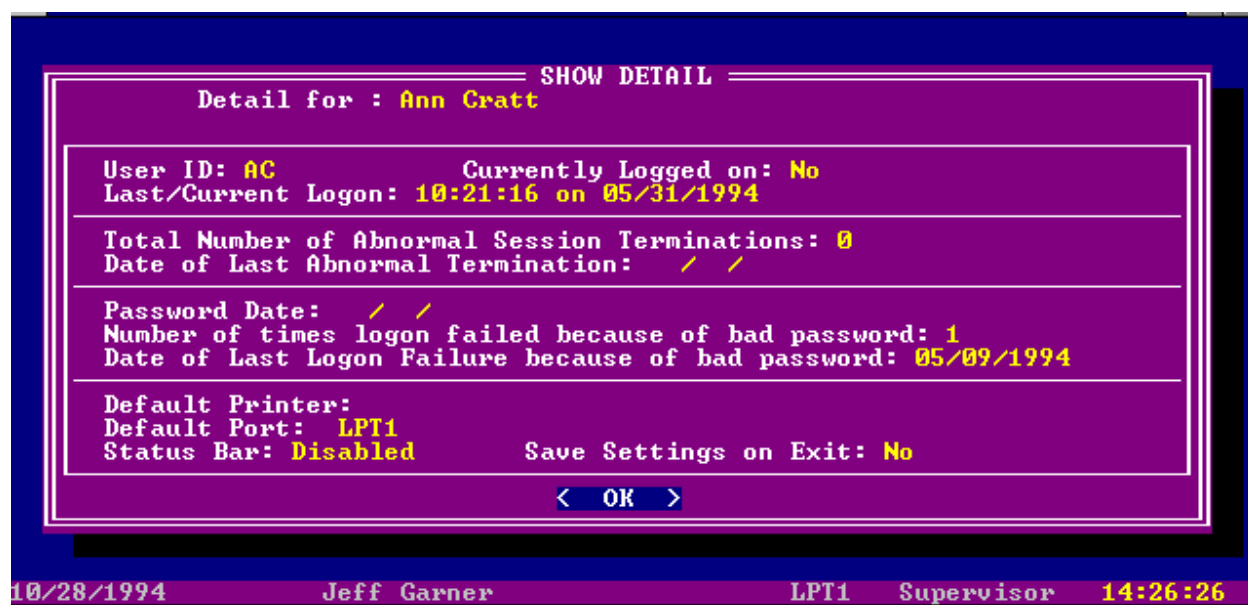


Figure 6 Detail Security Screen